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AUTHOR	Valenza, Joyce Kasman
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ABSTRACT

This package of materials presents ready-to-use forms that will help school library information specialists manage, promote, and assess their programs; increase the effectiveness of their program while reducing their workload; and help students develop information skills. The document consists of 117 reproducible loose-leaf forms, CD-ROM (for Macintosh and Windows), four PowerPoint presentations on disk and in print, and a booklet with pointers on using the forms and conducting slide show presentations. Forms are arranged by category--"Public Relations," "Day-to-Day Stuff," "Information Skills," "Graphic Organizers," "Internet" and "Slide Patter" which include: library passes, style sheets, and organizers to help students analyze information or assist in creating annual reports and acceptable-use policies; evaluation forms for Web resources; a mass-assignment alert for the local public library; job descriptions; and rubrics for research papers and multimedia presentations. The second half of the accompanying booklet consists of four slide presentations that clarify the role of the library information specialist in light of current educational trends and new information technology. Appendices include recommended resources, core secondary electronic reference collection, and library-related quotations. (SWC)

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